



November 8, 2006

TO: Transportation Authority of Marin Executive Committee

FROM: Dianne Steinhauser, Executive Director

RE: Progress Report on FY 06/07 Work Plan, Agenda Item 5

Dear Commissioners:

### **Executive Summary**

TAM continues in its transition to becoming an independent agency serving transportation needs in Marin County. With three critical staff positions filled, TAM is continuing in its ability to respond to the needs in its functional areas of Planning, Programming, Financial Management, and Project Delivery.

At its May meeting, the TAM Board adopted Workplans in TAM's 4 primary functional areas. TAM staff committed to coming back to the Board on a quarterly basis summarizing key activity that occurred that quarter. This will keep the Board and TAM's constituents apprised of milestone goals being met. The updating exercise will also include any new work elements that have come to TAM's attention. The workplans are meant to guide TAM's work in the coming year and serve as a set of goals for new staff coming onboard.

Below are the highlights of activity for the first quarter of FY 2006-07.

**Recommendation: Information item. Staff seek comments from TAM Board members regarding achievements in the first quarter of FY 2006-07, reflecting and adjusting the adopted FY 2006-07 workplans.**

TAM staff welcome the opportunity to present Fiscal Year 2006-07 first quarter highlights in TAM's primary functional areas. Note that we have also included a brief update in the areas of Administration. While not a formal workplan for FY 2006-07, it will be in future years. Administrative functions are key to TAM's success in serving its constituents.

### **Project Delivery**

- Delivery of Hwy 101 PSE Segment 4. Bid Advertisement is currently scheduled for December 2006 with bid opening in February 2007. Construction is anticipated to start in spring of 2007. TAM staff will continue project coordination activities with Caltrans through bid, advertisement, award and construction.

- Construction continues on Hwy 101 Segment 3. TAM staff continues to monitor construction and participate in public outreach activities for Segment 3 including the planning and coordination of the milestone celebration for the early opening of Francisco Boulevard West. TAM staff is also working on the feasibility of providing an additional 580 westbound to 101 northbound connector lane and improving bicycle and pedestrian access on Francisco Boulevard East. Note that the opening of nearly a mile of HOV Lane over CalPark Hill upon completion of the Segment 2 Gap Closure project has eased congestion through central San Rafael.
- Marin Sonoma Narrows: Caltrans continues to develop the final draft environmental document for the Narrows project. While the Draft EIS/EIR was to have been released to the public around December 1<sup>st</sup>, there has been a delay to that date due to the incorporation of changes to the East Washington Interchange in Petaluma. A revised schedule for the Draft EIS/EIR has not been available from Caltrans. Over the past 3 months, Caltrans has completed a draft Value Analysis, examining options for reducing the project cost, the capital cost standing currently at \$535 Million. The final Value Analysis report is due to be presented to the Policy Advisory Group, PAG, sometime in the next two months. Caltrans recently experienced a temporary set-back to the project in losing its Project Manager Ray Akkawi and its Design Manager Sean Charles who both took jobs outside Caltrans. A new Project Manager is being sought by Caltrans, who is interviewing internal candidates.
- The crossing guard program was implemented beginning in July 2006 with the award of the crossing guard contract to All City Management Services (ACMS). ACMS provided crossing guards for the start of the 2006-07 school year beginning in late August.

## **Regional Measure 2**

- In partnership with the City of Larkspur and Caltrans, TAM has successfully delivered its first congestion relief project funded under the Regional Measure 2 Program during FY06/07. The improvements recently completed to East Sir Francis Drake Boulevard have eased traffic congestion for the nearby business community, local and regional travelers, and patrons of the Larkspur Ferry Terminal.
- TAM hosted a successful workshop on October 24th to continue with our efforts to address traffic congestion in central Marin County. In preparation of developing a series of multi-modal transportation improvement options within the Highway 101 Greenbrae Corridor, the consulting team has spent the last three months compiling existing transit information, pedestrian/ bicycle information, and local/ regional traffic patterns within the corridor. The public actively engaged the team and expressed their observations of the existing conditions and travel patterns within the corridor. The next phase of work will be to forecast the future travel demand and compare it with our existing roadway capacity; we will then begin to assess the improvement potential of previously proposed alternatives along with newly developed concepts. After careful consideration and discussion with our state, local, and resource agency staff, a set of potential options will be presented during future workshops as part of our context sensitive design approach. It is envisioned that consensus building during this early phase will help streamline project design and environmental documentation that will follow.
- Finally, work is progressing towards completion of the CalPark Hill Tunnel Rehabilitation and Multi-Use Pathway. This pedestrian and bicycle facility will provide a low impact

alternative form of transportation between Larkspur and San Rafael. The project is in the design stages and should be ready to be released for construction bidding during the summer of 2007.

## **Planning**

- **Bike/Ped Plan Updates**—Four public workshops, now in progress, kick off the effort to update the County's various Bicycle and Pedestrian master plans. TAM, working through its consultant, Alta Planning and Design, is coordinating the update process by working with all the county's cities and towns to conduct planning on a county-wide network basis rather than a process limited by local jurisdictional boundaries. The updated plans will produce a current and coordinated set of projects and facilities. The first of the remaining preliminary workshops, covering Northern Marin, is tonight in Novato at the Margaret Todd Senior Center. Another, intended for Central Marin will be held at the San Rafael Community Center on November 13. Both workshops start at 7 p.m. Further opportunities for public participation will be available throughout the planning process.
- **TOD/PeD toolkit**—Following extensive outreach to each individual city and town on barriers to implementation of Transit Oriented Design/Pedestrian-oriented Design (TOD/PeD) and subsequent workshops with interested staff on parking policy issues, the TPLUS Advisory Committee (TPLUSAC) reviewed and approved an outline of the toolkit and TAM's consultant, Community Design + Architecture (CD+A), began preparing content. A draft incorporating comments from the TPLUS-AC and county/city/town staff will come to the TAM Executive Committee and Board of Directors in December or January with the final version to follow in January or February.
- **Community Based Transportation Planning**—The Canal Neighborhood Community Based Transportation Plan was completed and accepted by the San Rafael City Council and the TAM Board in September, 2006. Staff continues to work with San Rafael staff to provide support and guidance on funding plans for projects suggested by the plan. As CBTP planning in the Canal winds down, similar work in Marin City gears up. A kick-off meeting was held in late September to introduce the effort to community leaders and to solicit nominees for their Stakeholder Committee to be appointed by Supervisor McGlashan. The stakeholder committee will guide the effort for the Marin City area. Staff will be finalizing a workscope and funding agreement with MTC for the Marin City CBTP this month and proposes holding a "get acquainted/meet 'n' greet" session with stakeholder committee members in early December.
- **Congestion Management Planning**—In the middle of this month, traffic counts will be completed so that current data will be available for required updates to the county's Congestion Management Plan, due next year. A workscope draft for the CMP update has been produced and the final will be included in a Request for Proposals (RFP) necessary for consultant selection and hiring. This will be completed this month.
- **Safe Access to Schools** – TAM deployed 54 crossing guards to needed school crossing locations at the beginning of this school year, successfully kicking off its Measure A Crossing Guard program. The Measure A Safe Routes to School (SR2S) program, now successfully deployed in 42 schools in Marin County, also kicked off its 2006 school year program. An update is planned for the December TAM Board meeting. Finally, the

Measure A Safe Pathways Call for Projects will be issued in November. TAM is coordinating candidates from Marin County for the Federal/State SR2S program as well.

### **Financial Management**

- Staff continue to work closely with staff in the County's Auditor Controller Office to monitor and manage TAM's general accounting activities. Since starting to use the new SAP Financial System in late July, since staff has been testing and exploring the potentials of the new system. As part of the SAP implementation process, staff has refined the coding system for TAM to better track all revenues and expenditures.
- Staff is closely monitoring the monthly disbursement from the Board of Equalization and allocating revenue to each strategy per TAM's Strategic Plan.
- Working with TAM's auditor on its FY 2005-06 Fiscal Audit, staff has prepared all necessary documents for the auditor.
- Staff is working closely through the Citizen's Oversight Committee on all revenue and expenditure related activities and providing updates to the COC on the FY 2005-06 Audit process. The process is due to be complete in late 2006 or early 2007.
- The TAM Board revised TAM's 2006-07 Annual Budget to reflect the Regional Measure 2 funding increase as well as make more funding available for TAM's server needs.
- TAM has successfully brought onboard James Martling of Sperry Capital to help TAM set up its financial policy and engage in other financial activities, including consideration of debt financing. Staff has been working with the Financial Advisor to have a draft investment policy ready for the Board to review in January

### **Programming**

- The Strategic Plan was amended to allow funding for two major roadway projects, Miller Avenue in Mill Valley and Novato Blvd in Novato. These Major Road projects are moving forward at a faster pace than what was anticipated in the adopted 2006 TAM Strategic Plan. TAM is continuing to work with all project proponents in the development of their major roadway projects' scope, cost and schedules.
- The Safe Pathways to School program will issue a call for projects during November 2006. Applications will be reviewed and evaluated in early Spring 2007.
- The TAM Board allocated FY 05/06 Measure A funds to sponsors to implement local roads and infrastructure improvements.
- Tam staff worked with the City of San Rafael to preserve Surface Transportation Program (STP) funds to rehabilitate local streets that would have otherwise been subsumed in the State Budget.
- TAM staff will be issuing a unified Call for Projects in November comprised of funds from local Transportation Fund for Clean Air (TFCA), Transportation Development Act (TDA)

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Article 3, and Regional Bicycle and Pedestrian Program (RBPP). The single project call will alleviate the administration burden for Public Works Directors.

- TAM staff submitted a Planning, Programming, and Monitoring (PPM) request for allocation to the California Transportation Commission with a pending approval on November 9, 2006.
- TAM allocated Measure A funds to MCTD per their Short Range Transit Plan, and per the 2006 TAM Measure A Strategic Plan, to support local transit.

**Administrative**

- Staff has renewed its search for permanent office space as lease negotiations at 900 Fourth Street in San Rafael stalled. Offers have been submitted for a space in Central San Rafael and another in Terra Linda.
- Four staff have been added to TAM's roster since May 2006. Recruitment for a Project Delivery Manager is set to re-open in November 2006.
- TAM's IT consultant is researching ways to improve electronic communications which include the purchase of a server.

**Recommendation: Information Item. Staff seek comments from TAM Board members regarding achievements in the first quarter of FY 2006-07, reflecting and adjusting the adopted FY 2006-07 workplans.**

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Date